STATE OF RHODE ISLAND
BOARD OF ELECTIONS
ERTS
USER MANUAL

ELECTRONIC REPORTING & TRACKING SYSTEM

STATE OF RHODE ISLAND
BOARD OF ELECTIONS

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Introduction

The **Board of Elections ("Board")** produced this manual to assist candidates, officeholders, committees and their treasurers with electronic filing of campaign finance reports via the **Electronic Reporting and Tracking System ("ERTS")**.

If you have any problems or questions not resolved by this manual, please call a member of the campaign staff at (401) 222-2345; meet with a member of the campaign finance staff in person; or email the Board at campaign.finance@elections.ri.gov .

This **ERTS User Manual** is a "how-to guide" for the electronic filing of campaign finance reports. Candidates, officeholders, committees and their treasurers are strongly encouraged to review the **Campaign Finance Manual** as a resource for campaign finance laws, rules, regulations, and compliance.

Getting Around in ERTS

Once you login to ERTS, you will start at the **Organization Overview** screen seen below (Figure 1):

Your campaign name will be displayed here

Your last login date is displayed here

Click on the "Help with this page" link to access instructions about the page

Log off

Navigation Tabs

Figure 1 - Organization Overview

Reports due, as scheduled by the BOE, are displayed here

A report not filed by its Due Date will have a Past Due Report Status

Navigation Tabs

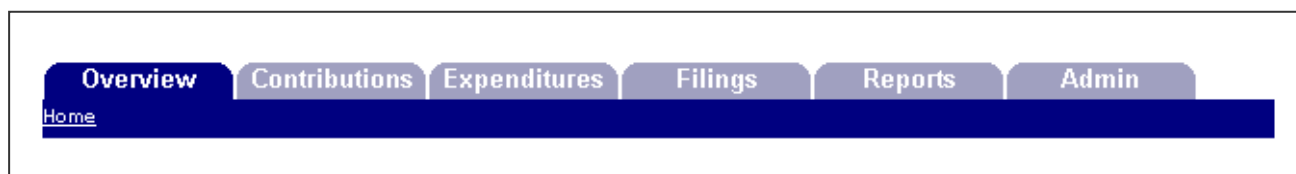The *Navigation Tabs* are the primary way to access most areas within ERTS (Figure 1.1).

Fig. 1.1 – Navigation Tabs

Navigation Buttons

Return	Use this button to return to the previous screen. It is recommended that you use this button instead of the Back button on your Web browser.
Add	Use to add a new contribution or expenditure
Find	Use to find a contribution or expenditure that you have already submitted.
Search	Use to search for an existing donor from a contribution or an existing payee from expenditure.
Submit	Use to submit information to ERTS.

The "Help with this page" link displayed in the upper left corner of every page is a very useful resource to use while logged into ERTS.

Organization Overview

Every user begins in the **Organization Overview** area. There are four main sections of the Overview area:

Account Status (Figure 2)

Information contained in this section includes:

- **Ending Cash Balance***: the ending cash balance of the most recent report received by the BOE.
- **Pending Contributions**: total contributions entered into ERTS, but not contained within a filed report (see page 42 for additional details).
- **Pending Expenditures**: the total expenditures entered into ERTS, but not contained within a filed report (see page 42 for additional details).

Transaction History (Figure 2)

Information in this section includes:
- **Contributions***: the total of all contributions entered into ERTS for reports that have been "Received by the BOE" during the calendar year.
- **Expenditures***: the total of all expenditures entered into ERTS for reports that have been "Received by the BOE" during the calendar year.

Figure 2 – Organization Overview

Figure 3 – Organization Overview

Reports Due (Figure 3)

Information in this section includes:

- **Report Type**: reports scheduled by the BOE
- **Due Date**: the date by which a report must be filed through ERTS.
- **Report Status**: indicates whether the report is past due or rejected.
- View/File: provides a link to view and file the report which is due.

> To view filings received by the BOE, look under the **Filings** tab (see Figure 28 on page 35).

Board Actions (Figure 3)

Information in this section includes:

- **Description**: indicates whether a fine or penalty assessed by the BOE is open, paid, revoked or suspended.
- **Violation Date***: the effective date of the BOE action.
- **Violation Description**: a description of the BOE action.
- **Violation Balance***: the current outstanding balance of the fine or penalty.

Contributions

Clicking on the **Contributions** tab brings you to the Contributions section of ERTS. This is where you enter and manage all contributions received by your organization (Figure 4).

Figure 4 – Contribution Administration

Contribution History (Figure 4)

This section allows you to view up to the last 10 contributions entered into ERTS, add new contributions and find and edit contributions already entered into ERTS.

- **Donor***:* Name of the donor (if applicable).
- **Contribution Type***:* The type of contribution received, such as *Individual*, *Party*, *PAC*, etc.
- **Contribution Date***:* The date the contribution was received by the duly appointed campaign treasurer or deputy treasurer.
- **Deposit Date***:* The date the contribution was deposited into a campaign account.
- **Contribution Amount***:* The amount of the contribution.
- Edit*:* The link allows the editing of contribution information for the last 10 contributions entered into ERTS, but which have not been filed. You will not be able to delete a contribution using the Edit link.

Add a New Contribution-Individual (Figure 5)

To add a new contribution from an individual into ERTS:

1. Click on the **Add** button in the Contributions History section (Figure 4), which brings you to the Contribution Entry page. (Figure 5).   The Contribution Type "Individual" is the default setting in ERTS (Figure 6).

2. Enter the required Contribution information.

3. Enter the donor's Last Name in the Donor Information area.

4. Click on the **Search** button.
    a. if Donor Information is already stored in ERTS, select correct name.
    b. If Donor Information is not already stored in ERTS, enter all required Donor Information and Employer Information

5. Click on the **Submit** button to save contribution in ERTS.

6. Repeat steps 1-5 to continue data entry of contributions received.

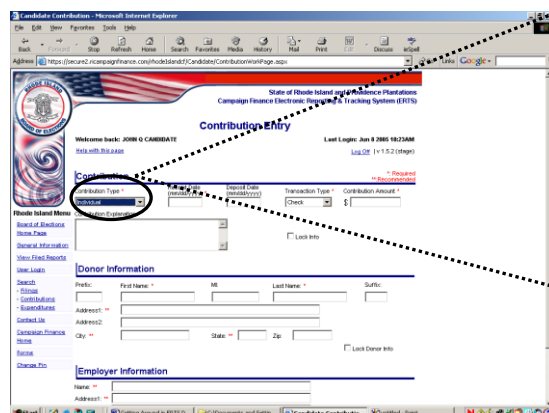7. Click on the **Return** button to go back to the Contribution Administration page.

Contribution Type

Enter specific Information about the contribution here

Enter required information about the donor here

Enter required information about the donor's employer here

Click here to save contribution in ERTS

Search for the donor

Click here to cancel entry of the contribution

Figure 5 - Contribution Entry page

NOTE: It is important that you utilize the [Search] feature whenever adding contributions in order to maintain an accurate donor database and to ensure compliance with annual contribution limits. ERTS has the capability to warn you if a donor exceeds his or her annual contribution limit set by Rhode Island's campaign finance laws.

Contribution Type (Figure 6)

Before adding a new contribution, you must select the appropriate Contribution Type from the drop-down list in the Contribution area of the **Contribution Entry** page. The following contribution types are available to select:

Figure 6 – Add a Contribution Screen

If you leave a *required* field blank, you will receive a warning message in red text indicating which required fields you failed to correctly enter information into.

Donor Maintenance (Figure 7)

To update or add Personal or Employment Information for an individual donor previously entered into ERTS by an organization:

1. Proceed to the **Donor Maintenance** area located under the **Contributions** tab on the **Contribution Administration** page **(Figure 7).**
2. Click on Update a Donor link, which brings the user to **Donor/Payee Update** page (**Figure 8**).

Figure 7-Donor Maintenance

Figure 8 - Donor/Payee Update Page/Search for donor individual

3. Click the appropriate Record Type: Individual or Organization
    a. For Individual, enter the donor's last name into the Last Name field **(Figure 8)**.

    b. For Organization, enter Organization Name **(Figure 9)**.

Figure 9-Search for donor

4. Click **Search**

    a. For Record Type: **Individual**, the names of all individual donors previously entered into ERTS by the user's organization will be searched and any matches will be displayed in the Search Results area **(Figure 10)**.

    b. For Record Type: **Organization**, the names of all organization payees (i.e. for Interest Received and Refunds/Rebates) previously entered into ERTS by the user's organization will be searched and any matches will be displayed in the Search Results area (**Figure 11**).

Figure 10 – Search Results for Individual donor

Figure 11-Search results for Organization payee

5. Click on the name of the individual donor or organization payee to update/fix.

6. Update the individual donor's (**Figure 12**) or organization payee's (**Figure 12.1**) information.

Figure 12 – Update Individual Donor Information

Figure-12.1-Update Organization Payee Information

7. Click [Fix] at the bottom-left of the screen to save any changes. (Note: you will be returned to the Contribution Administration page.)

Add a Contribution-Political Action Committee (PAC) or Political Party Committee
When adding a contribution from a PAC or Party:
1. Go to the **Contribution Administration** page located under the [**Contributions**] tab.
2. Click on the [**Add**] button in the **Contribution History** area.
3. Select Contribution Type = PAC or Party from the drop-down list located in the Contribution area of the **Contribution Entry** page. The page will automatically refresh, bringing the user to the correct data entry screen.
4. Enter complete contribution information.
5. In the **Donor Information** area, enter the name of the PAC or Party or a Key #, if known.
6. Click on the [**Search**] button (**Figure 13**).
   Note: The correct names and addresses of all PACs and Parties registered in RI are stored in ERTS. If the user has difficulty locating a PAC or Party stored in ERTS, enter only the first word in the PAC's or Party's name, or a portion thereof.

7. Click on the appropriate PAC name from the search results (**Figure 13**).
8. Click on the [**Submit**] button to save the entry in ERTS (**Figure 13.1**).

Select PAC or Party as Contribution Type

Enter contribution information

Contribution

*: Required
**:Recommended

Contribution Type *	Receipt Date (mm/dd/yyyy) *	Deposit Date (mm/dd/yyyy)	Transaction Type *	Contribution Amount *
PAC	03/03/2005	03/03/2005	Check	$ 250

Contribution Explanation

☐ Previous Aggregate

Enter donor PAC name and click Search

Donor Information

⦿ Contains ◯ Starts With

PAC Name *   RI DENTAL

Key [   ]

[Search] [Clear]

Key	Organization Name	Address	City,State,Zip
278	RI DENTAL PAC	875 CENTERVILLE ROAD	WARWICK, RI 02886

From the search results, click on the name of the appropriate donor PAC

Figure 13-Contribution Entry page for a PAC

[Return]

Candidate Contribution - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back | Search Favorites |

Address https://secure2.ricampaignfinance.com/RhodeIslandCF/Candidate/contribution.aspx   Go   Links

State of Rhode Island
Campaign Finance Electronic Reporting & Tracking System (ERTS)

Contribution Entry

Welcome back: Richard E Thornton on behalf of JOHN Q CANDIDATE   Last Login: Sep 15 2005 9:41AM

Help with this page   My BOE Homepage   Log Off | v 1.5.4 (stage)

Contribution

*: Required
**:Recommended

Contribution Type *	Receipt Date (mm/dd/yyyy) *	Deposit Date (mm/dd/yyyy)	Transaction Type *	Contribution Amount *
PAC	03/03/2005	03/03/2005	Check	$ 250

Contribution Explanation

Rhode Island Menu

Board of Elections Home Page

General Information

View Filed Reports

User Login

Search
- Filings
- Contributions
- Expenditures

Contact Us

Campaign Finance Home

Forms

Change Pin

Donor Information

PAC Name *   RI DENTAL PAC

Click Submit button to save entry into ERTS

[Submit]   [Return]

Done   Internet

start | LetterTracking.xls | GroupWise - Mailbox | ERTS User Manual Dr... | Candidate Contributi...   2:08 PM

Figure 13.1-Submit registered PAC/Party contribution

9. If the search for a PAC or Party name ultimately yields no results, add the contribution as an Other Receipt (**Figure 14**).

10. Click on the **Submit** button to save the entry in ERTS.

Note: Accepting a contribution from a PAC or Party not registered in RI is not allowed under RI campaign finance law. A contribution received from an illegal source must be returned to the donor.

Figure 14-Add an Other Receipt

Add an Aggregate Contribution

The filer may elect to report contributions received as an "Aggregate" (Aggregate-Individual, Aggregate-PAC, or Aggregate-Party as the case may be), provided the total received from a single contributor does not exceed $100 in the calendar year (Figure 14.1).

Figure 14.1-Add an Aggregate Contribution

Add a Loan Proceeds

A candidate may contribute or loan an unlimited amount of his/her own funds to the campaign account (Figure 14.2).

Figure 14.2-Add a Loan Proceeds

See page 28 for instructions on how to enter a Repayment of Loan.

Find a Contribution

A user may need to find a contribution previously entered into ERTS to:
- ♦ Update or Edit entry
- ♦ Delete entry
- ♦ Return funds to the contributor
- ♦ Record contribution as unavailable due to Non-Sufficient Funds (NSF).

Searching ERTS for a contribution is done from the **Contributions Administration** page (Figure 15). Click on the **Find** button to access the **Contribution Update** page.

Figure 15- Contribution Administration

At the **Contribution Update** page, enter in information about the contribution you are finding. For example, enter in the last name of the donor and/or the contribution amount (Figure 16). Click [Find Contribution] to yield results.

Figure 16 – Contribution Update page

The results for the search will appear at the top of the page (Figure 17). If no results are displayed, try broadening your search by including less information, such as only the Last Name. If the search yields results, click on one of the options shown to the right of the contribution.

Figure 17 – Contribution search results

The options displayed are:

- Update**:** Allows you to change/edit details for the contribution.
- Delete**:**   Delete the contribution from ERTS.
- Return**:**   Used if you returned a contribution to a donor
- NSF**:**   Used when a contribution is returned for insufficient funds

Updating a Contribution (Figure 18)

If you choose to update a contribution you searched for, click the Update link to be taken to the **Contribution Update** page. Change any details of the contribution which need to be changed. The only detail you ***cannot*** change is the Contribution Type. Once you are finished, click ▮ Update Contribution ▮ .

Figure 18 – Updating a Contribution page

Deleting a Contribution

If you need to delete a contribution you searched for, click the Delete link (Figure 17) and a modified version of the **Contribution Update** page will display. A confirmation message asking if you wish to delete the contribution will display at the top left of the screen. Click *Yes* delete the contribution or *No* to cancel.

Returning a Contribution

In the event you need to return a contribution to a contributor, search for the contribution and click the Return link, which will bring up the **Return a Contribution** page (Figure 19). Enter in the amount you are returning to the donor and complete any of the additional fields as needed. Click the [Return Contribution] button to submit the data to ERTS.

Figure 19 – Return a Contribution page

Non-Sufficient Funds (NFS)

If a donor made a contribution to you with a check and the check was returned by the bank due to Non-Sufficient Funds (NFS), search for the contribution and click the NSF link to bring up the **NSF Check** page. Enter the date the check was returned and provide a brief explanation. Click the [Continue NSF] button to submit the change to ERTS.

Expenditures

Clicking on the **Expenditures** tab will bring you to the **Expenditure Administration** section of ERTS. This is where you can enter and manage all the expenditures of your organization.

Figure 20 – Expenditure Administration page

Expenditure History (Figure 20)

This section allows you to view the last 10 expenditures entered into ERTS. The following detail is provided for each of the contributions:

- **Payee**: The payee for the expenditure
- **Expenditure Type**: This is the type of expenditure.
- **Expenditure Date**: This is the date the expenditure was incurred. This date will be the same as the Payment Date for expenditure types not requiring an expenditure date.
- **Payment Date**: This is the date the expenditure was paid.
- **Expenditure Amount**: The amount of the expenditure.

Adding a New Expenditure (Figure 21)

To add a new expenditure in ERTS, you must click the **Add** button in the **Expenditure History** section (Figure 20). The **Expenditure Entry** page will then appear (Figure 21). The following sections are found on this page:

- **Expenditure**: Specific Information about the expenditure being added
- **Payee Information**: Required information about the payee to whom the expenditure was paid.

Figure 21 – Entering an Expenditure

Disbursement Type (Figure 21)

Before entering any information for a new expenditure, you must select a *Disbursement Type* from the first scroll box at the upper left of the **Expenditure Entry** page. This is important since the required fields on the page will change depending on the disbursement type selected. The following disbursement types are available for you to select:

- Campaign Expenditure:
- Aggregate Expenditure
- Repayment of Loan
- Refund Contribution
- Account Payable
- AP Repayment

Once you have selected a disbursement type, you may then enter data into the rest of the fields on the page. Be sure to select the appropriate Expenditure Type from the drop-down.

If you leave a *required* field blank, you will receive a warning message in red text indicating which required fields you failed to correctly enter information into.

Add an Aggregate Expenditure (Figure 21.1)

The filer may elect to report expenditures as an "Aggregate", by Expenditure Type, provided the total paid to a vendor/payee does not exceed $100 in the calendar year (Figure 21.1).

Expenditure

Select Aggregate Expenditure as Disbursement Type

Select Expenditure Type

*: Required
**:Recommended

Disbursement Type *
Aggregate Expenditure

Expenditure Type *
Donations (All Others)

Expenditure Amount *
$ 350 — Enter total amount for reporting period

Expenditure Date (mm/dd/yyyy) *
03/31/2005 — Enter last day of reporting period

Expenditure Explanation
5 donations $50 each
1 donation $100

Include Explanation

Submit — Click Submit button to save entry into ERTS

Return

Figure 21.1 – Add an Aggregate Expenditure

Add a Repayment of Loan (Figure 21.2)

Candidates may repay loans contributed to their campaign. ERTS keeps track of the loan amounts and the loan amounts unpaid. When entering a Repayment of Loan, the Expenditure Amount cannot exceed the Loan Amount Unpaid for a Selected Loan. Only one loan can be selected per entry. Multiple entries may be required.

Expenditure

Select Repayment of Loan as Disbursement Type

*: Required
**:Recommended

Disbursement Type *
Repayment of Loan

Expenditure Type *
Loans Payable

Expenditure Amount *
$ 250 — Enter expenditure details

Expenditure Explanation

Expenditure Date (mm/dd/yyyy) *
05/04/2009

Check Number
52

Click Select next to the loan you wish to repay

	Loaner	Total Loan Amount	Loan Amount UnPaid	Loan Date	Selected Loan
Select	JOHN Q CANDIDATE	$1,000.00	$1,000.00	04/01/2008	✔
Select	JOHN Q CANDIDATE	$500.00	$0.00	01/30/2005	
Select	JOHN Q CANDIDATE	$200.00	$0.00	03/30/2005	

Submit — Click Submit button to save entry into ERTS

Figure 21.2 – Add a Repayment of Loan

Return

Add an Accounts Payable (Figure 21.3)

A filer should report an expenditure for goods or services received, but not paid for, as an Accounts Payable and an AP Repayment when the expenditure is paid.

Figure 21.3 – Add an Accounts Payable

Add an AP Repayment (Figure 21.4)

Figure 21.4 – Add an AP Repayment

Searching for a Payee (Figure 21)

Once you have entered a payee and the associated expenditure into ERTS, you do not need to retype the payee's information if there is another expenditure to them from your organization. Select the *Disbursement Type* and enter the required details regarding the expenditure. Type the Payee's last name or organization name into the appropriate field in the Payee Information section, then click [**Search**] . A list of possible matching payees will appear below the fields. Select the correct payee to which the expenditure was made and the Payee Information will automatically be loaded into all the appropriate fields. Verify all the information for the payee and expenditure are correct and click [**Submit**] to save the expenditure in ERTS.

It is important that you utilize the Search feature whenever you are adding expenditures. This will allow ERTS to store each of your payees in its database. If you frequently have expenditures to the same payee, this will make it easier as you will not have to enter that payee's information each time.

If you fail to use the Search feature, you more than likely continue creating duplicate payee records for the same individual or organization, which will problematic if you ever need to update the payees contact information in the database using the Payee Maintenance section since you will have multiple entries to change for the same payee.

Payee Maintenance (Figure 20)

If a previous payee has new contact information and you are making another expenditure to that payee, do not add a new expenditure to the payee until you have updated their entry in the database. In the **Payee Maintenance** (Figure 20), click on Update a Payee and you will be taken to the **Donor/Payee Update** page (Figure 22).

Figure 22 – Donor/Payee Update page

Once you arrive at the **Donor/Payee Update** page, select whether the payee is an individual or an organization and the fields on the page will change accordingly. Then enter the payee's last name into the Last Name field or enter the name of the organization (if relevant) and click **Search** . ERTS will search the database for all payees with the last name or organization name you specified. All matches will be displayed at the bottom of the page. Click the name of the payee you wish to update (**Figure 22.1**).

Figure 22.1 – Payee update search results

Figure 22.2 – Edit payee information

Once you have updated the payee's information, click **Fix** at the bottom-left of the screen to save the changes (**Figure 22.2**). You will then be returned to the **Expenditure Administration** page.

Searching for an Expenditure (Figure 23)

There are times when you may need to search for a specific expenditure to a particular payee. Searching ERTS for an expenditure is done within the **Expenditure Administration** section (Figure 20). Click on the **Find** button to access the **Expenditure Update** page (Figure 23).

At the **Expenditure Update** page, enter any information about the expenditure as you know. For example, enter in the name of the payee (Figure 23).

The results for the search will appear at the top of the page (Figure 24). If no results are displayed, try broadening your search by including less information. If the search yields results, click on one of the options shown to the right of the expenditure.

Enter in a known detail about the expenditure such as the amount

Then click 'Find Expenditure'

Figure 23 – Expenditure Update page

Search results will be listed above

Choose whether to Update the expenditure or Delete it

Figure 24 – Expenditure search results

Updating an Expenditure (Figure 25)

If you choose to update an expenditure you searched for, click the Update link to be taken to the **Expenditure Update** page. Change any details of the expenditure that need to be changed. The only detail you **_cannot_** change is the *Disbursement Type*. Once you are finished, click ⬛ **Update Expenditure** .

Expenditure Update page

Click "Update Expenditure" to submit the updated expenditure to ERTS

Update the expenditure details

Verify the payee information is accurate

Figure 25 – Expenditure Update page

Deleting an Expenditure

If you need to delete an expenditure you searched for, click the Delete link (Figure 24) and a modified version of the **Expenditure Update** page will display. A confirmation message asking if you wish to delete the expenditure will display at the top left of the screen. Click Y*es* to delete the expenditure or click *No* to cancel (Figure 26).

Delete confirmation message, click Yes or No

Figure 26 – Delete Expenditure confirmation page

Filing Reports

Clicking on the **Filings** tab in the **Organization Overview** page will bring you to the **Filing Administration** page where the user may submit filings to the Board of Elections and review filings already submitted.

Figure 27 – Filing Administration section

Filing History (Figure 27)

The **Filing History** area contains all the filings submitted to the Board of Elections. You can view both the electronic and scanned original (if any) version of the filing.

- **Report Type**: This is the report type which was filed.
- **Due Date**: The date the report was due.
- **Report Status**: Indicates whether the report was received or not.
- **Original Filed**: Indicates date the report was filed.
- **Amended**: Indicates whether the report has been amended or not.
- Amend: Click to amend the report
- View: Click to view the report

Reports Due (Figure 27)

The Reports Due area allows you to easily see the status of various report types. The report status column will indicate whether the report is past due. This area displays:

- View/File: Click to electronically file the report through ERTS.

Filing a Report (Figure 28)

Once the data entry of all contributions and expenditures has been completed and you are ready to file a *report which is scheduled in the Reports Due section*, click the View/File link next to the report you wish to file (Figure 27). The CF-2 Summary of Campaign Activity screen (Figure 28) page will appear. Verify the Candidate, Treasurer or Organization name and contact information are correct.

Figure 28 – CF-2 Summary of Campaign Activity Upper

Figure 28.1 – CF-2 Summary of Campaign Activity Lower Screen

The summary totals of all contributions and expenditures entered into ERTS will autofill the **CF-2 Summary of Campaign Activity**. Once you have verified that all of the fields are accurate, click [**File**] to submit the report to ERTS (Figure 28.1). A confirmation dialog box will appear asking you if you are sure you want to file the report (Figure 29). Click *OK* to submit the report or click *Cancel* to return to the **CF-2 Summary of Campaign Activity** screen without filing the report.

Figure 29 – Confirmation dialog box

Figure 30 – Filing confirmation screen

Once ERTS has successfully saved your report, you will see a filing confirmation screen (Figure 30). Click "Click here to View Report" if you wish to view and print a paper copy of the report you filed.

Amending Filed Reports (Figure 31)

If you need to amend a report you have already filed, you may submit an amended report to the Board of Elections through ERTS. Proceed to Contributions (page 9) and/or Expenditures (page 26) for instructions on adding, updating, or deleting transactions in ERTS. Once the data entry is completed, submit an amended report by clicking on the **Filings** tab to get to the **Filing Administration** page (Figure 31). Under the **Filing History** area of the page, locate the report you wish to amend and click the Amend link next to the report.
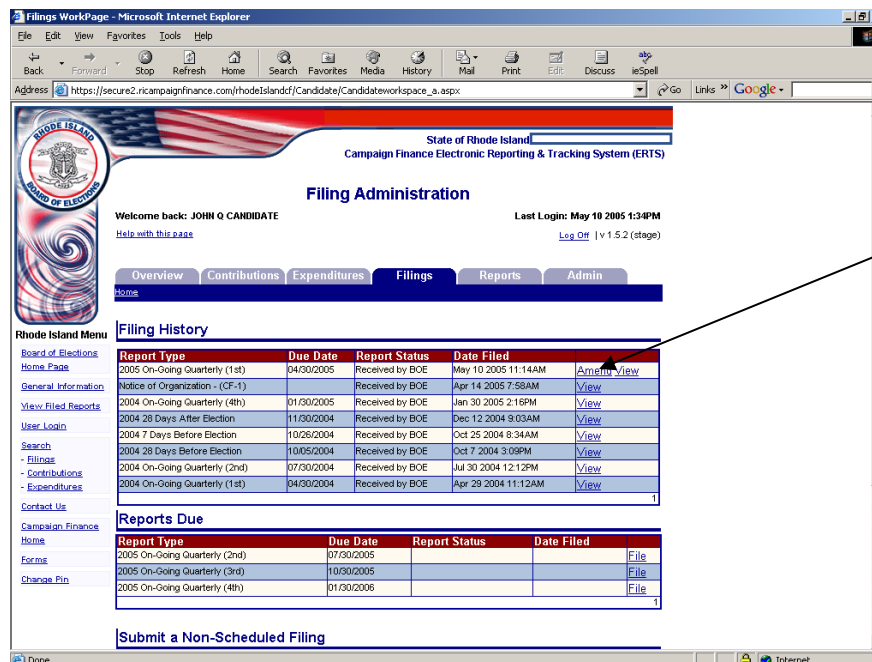
Figure 31 – Amending a report through the Filing Administration page

Once you click the Amend link, you will be taken to the **CF-2 Summary of Campaign Activity** page, as you were when you initially filed the report. Verify the changes you have made are incorporated into the amended filing and click **File** to submit the report to the Board of Elections through ERTS.

A confirmation dialog box will appear asking you to confirm if you want to file the report. Click *OK* to submit the amended filing or click cancel to not submit the filing. If you click *OK* to file the report, a confirmation screen will appear informing you that your report has been filed. It is recommended you print this report for your records.

If the cash balance is changed after amending a report, be sure to amend subsequent reports to carry forward the updated cash balance.

Submit a Non-Scheduled Filing (Figure 27)

The Non-Scheduled Filing area contains the filings that may be submitted to the Board of Elections, that are not scheduled in the Reports Due section. These filings include:

- **CF-1 Notice of Organization:** This form is used to register a candidate, officeholder, political party committee or PAC with the Board; and/or to appoint/designate or change a campaign treasurer and deputy treasurer(s).

- **CF-5 Affidavit for Annual Filing Exemption:** This affidavit, when filed, exempts a campaign finance treasurer from filing the scheduled periodic reports of contributions received and expenditures made for a specific report year. Thereafter, a Summary of Campaign Activity (CF-2); a Schedule of Contributions Received (CF-3); and a Schedule of Expenditures (CF-4) must be filed no later than the last day of the month next following the end of the reporting year to report any campaign finance activity occurring within said reporting year.

- **CF-7 Affidavit Dissolving Campaign Account:** This affidavit, when filed by a campaign treasurer, certifies that there are no remaining campaign funds, the campaign has completed its business and is thereby dissolved.

Creating Activity Reports

Through ERTS, you have the capability to view and print activity reports for your organization. Activity can include any of the following items:

- Contributions
- Expenditures
- Loan Status
- Account Payable Status
- AP Repayment Status

The report can be customized according to a variety of criteria including: election cycle, date range, contribution type, donor last name, organization name, amount, filing status, and contribution status. Additionally, you can choose to create a summary report or a detailed report.

To create a report for your organization, click on the **Reports** tab on the Navigation Bar. This will take you to the **Organization Reports** page (Figure 32). Select the criteria on which you wish to base the report.

Figure 32 – Organization Reports upper screen

Figure 33 - Organization Reports lower screen

Click   **View/Print Report**   and ERTS will display your report onscreen (Figure 33). The report is formatted to be easily printed. To print the report, right-click anywhere on the screen and select 'Print', or export detail to comma delimited file (Excel). Click on   **Return**   to go back to the criteria selection page for another report. (See Figure 34).

Figure 34 - Report

Reviewing Pending Contributions and/or Expenditures

It is important to review pending contributions and pending expenditures before and after filing a report. This will help you identify which transactions you have already entered into ERTS or which transactions remain unfiled after filing a report. The pending contributions and pending expenditures totals can be located on the **Organization Overview** page (Figure 35).
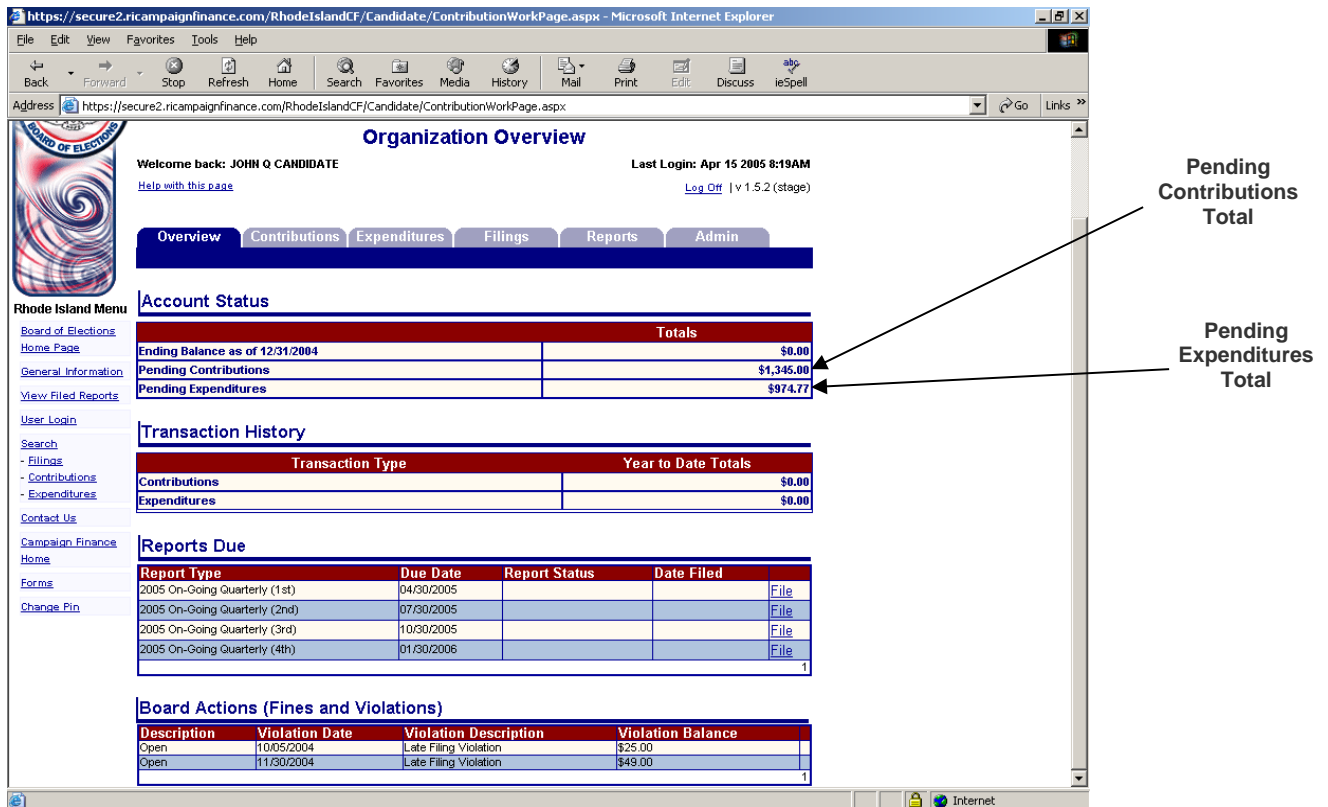

Figure 35 – Pending Contributions & Pending Expenditures Totals

To review pending contributions or pending expenditures, click the **Reports** tab and select Contributions or Expenditures in the *I want to view* drop-down menu. Select **Un-filed** in the *Filing Status* section (Figure 36) and click the **View/Print Report** button at the bottom (Figure 33). The pending transactions will be displayed (Figure 34).

Refer to page 24 if any contributions need to be updated or deleted and pages 33-34 to update or delete any expenditures. If a transaction needs to be filed after updating, refer to page 38 on how to amend a filed report.

Figure 36 – Organization Reports Upper Screen

If you are unsure why a pending contribution or pending expenditure is not filed, be sure to check for incorrect dates (e.g. year input as 2002, instead of 2020) or if the date of the contribution or expenditure falls outside of the reporting period for the report you filed.